

## Exam Application Tips

*The following tips represent guidance. They do not represent coverage of all application requirements/provisions. You are strongly encouraged to review Iowa's rules found here: <https://plb.iowa.gov/board/engineers-land-surveyors>*

**REFERENCES:** All experience you wish to be *counted towards meeting the qualifying experience requirement* must be supported by references from the direct supervisor(s) you have named on your experience record.

- If your direct supervisor is not a licensee, they should use the unlicensed supervisor form which provides a place for the unlicensed direct supervisor to 1. Name the licensees\* who have provided mentoring and 2. The time frame of the mentoring relationship. IMPORTANT: *The licensees named must also provide completed reference forms.*
- All references verifying qualifying experience must be able to answer 'yes' to the reference form question of having review of your work.
- It's okay to have more than one supervisor named for an individual employment but at least one of those named must provide a qualifying reference form.

\*For references documenting qualifying experience, Iowa will consider a combination of PE's and graduate engineers. Your references documenting qualifying experience can be all PE's, but they cannot be all graduate engineers.

**VERIFICATIONS:** Make sure you have requested exam verifications as needed and well in advance (see the form instructions for more information).

**TRANSCRIPTS:** Do we have your transcripts on file? Are you sure? It's a good idea to check with us.

**APPLY EARLY:** Staff performs a pre-review of exam applications prior to the Board review. Having your application in our office 2-to-4 weeks in advance of the deadline allows for time to resolve any potential issues in advance of the Board review.

## PROFESSIONAL ENGINEERING APPLICATION & INSTRUCTIONS

Please read all of the following instructions before completing the application. If you have questions concerning the application or these instructions please call 515/725-9021.

Privacy Act Notice: Disclosure of your Social Security Number on this license application is required by 42 U.S.C. § 666(a)(13) and Iowa Code § 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18.

1. **NCEES RECORD HOLDERS.** If you are submitting an NCEES Record, you must complete only sections 1, 2, 5 and 7 of the Application form and the ETHICS QUESTIONNAIRE. You do not need to submit additional references, transcripts, or verifications at this time.
2. **APPLICATION FORM.** Complete the entire form except as noted in item 1. **Original** application must be submitted. **The experience page must be completed as instructed.** Resumes may be submitted but are not a substitute for the experience page.
3. **APPLICATION FEES.** Include a check or money order made payable to the State of Iowa or complete the credit card form located on the back of the application. **FEES CANNOT BE REFUNDED.**

\$100.00	Principles and Practice of Engineering Examination Application
\$150.00	Comity Application (Additional license & certificate fee will apply once approved for licensure)
4. **TRANSCRIPTS.** Unless you are submitting an NCEES record or your transcripts are already on file with our office, you must have an **official transcript** from each college listed on your application **transmitted by the college registrar directly to the Board's office.** Transcripts from institutions outside the US and Canada must be evaluated for authenticity and ABET/EAC equivalency. The evaluation for such transcripts must accompany the application. Refer to 193C IAC 3.1(3)
5. **VERIFICATIONS.** Applicants must verify that they have taken and passed the appropriate examination(s). Comity applicants must also verify active licensure. Comity license and exam verifications are completed online at <https://verify.ncees.org/>. In situations where a state does not participate in the online service, please contact that state for a paper verification form which will be completed by this office and send to the state board. **For comity applicants this requirement does not apply if you are submitting an NCEES record.** Applicants for the PE examination must verify that they have taken and passed the FE examination unless that examination was taken in Iowa.
6. **PROJECT STATEMENT.** **USE THE PROJECT STATEMENT FORM AVAILABLE ON THE WEBSITE** Refer to 193C IAC 4.1(4) for the project statement criteria. Applicants for the Principles and Practice of Engineering examination must attach a project statement describing a project on which the applicant worked closely during the past 12 months and on which the applicant had responsibility. **Date and sign the project report.** (This statement is not required of comity applicants.)
7. **REFERENCES.** All references must remain in the sealed and signed envelopes when submitted to the Board. **Attach a copy of your experience record (Section 4 on the application form) to each reference form before distributing.** References are to be returned to you in a sealed envelope with a signature across the seal. You should provide stamped self-addressed envelopes to your references. These are to remain sealed and are to be submitted by you along with this application.
  - A. Applicants for the **Principles and Practice of Engineering examination** must submit five (5) references, at least three (3) of those references must be from licensed professional engineers. **Applicants who have worked for more than one employer** must submit references from at least two employers. For **applicants who have had more than one supervisor** at least two of the references must be from supervisors of the applicant.
  - B. Applicants for the **Principles and Practice of Engineering examination** must verify at least four years experience under the tutelage of a licensed professional engineer. If any part of your tutelage was not under a licensed professional engineer, refer to **193C IAC 4.1(7)a** for requirements.
  - C. Applicants for **licensure by comity** shall submit references to verify at least four years of satisfactory experience after the receipt of the qualifying degree. This experience must be under the supervision of a licensed professional engineer, or the applicant must provide unlicensed tutelage references verifying at least four years of satisfactory engineering experience.
  - D. **Applicants for examinations who have an experience requirement and comity applicants** must distribute the enclosed reference forms to individuals being asked to submit references for the applicant.
8. **ETHICS QUESTIONNAIRE.** All Principles and Practice of Engineering examination applicants and all comity applicants must submit the completed Ethics Questionnaire. Persons not receiving a satisfactory score must resubmit the questionnaire until a passing score is achieved.
9. **CONFIDENTIALITY.** Your application is a public record subject to public examination under Iowa Code chapter 22. Parts of the application are confidential by law, including your social security number, college transcripts, e-mail, and examination scores. For more information, you may contact the Board office or consult the Bureau's fair information practices rules at 193 Iowa Administrative Code Chapter 13.

**MAKE COPIES FOR YOUR RECORDS BEFORE SUBMITTING TO THE BOARD.**

# Iowa Engineering and Land Surveying Examining Board

APPLICATION FOR LICENSURE IN **PROFESSIONAL**

## ENGINEERING

200 E Grand, Suite 350 \*Des Moines, IA 50309

515/725-9021

### 1. GENERAL INFORMATION

Name as you wish it to appear on certificate (type or print)		Date of application
Date of birth	State of legal residence	
This is an application for: (check one) <input type="checkbox"/> Principles and Practice of Engineering - \$100 Branch/Discipline _____ <input type="checkbox"/> Licensure by comity from another state - \$150 In _____ engineering (Branch, i.e. civil) Are you submitting NCEES record? <input type="checkbox"/> YES <input type="checkbox"/> NO (National Council of Examiners for Engineering & Surveying)	Home address – <input type="checkbox"/> Preferred mailing address Street _____ City _____ State _____ Zip _____ Phone _____	Business address – <input type="checkbox"/> Preferred mailing address Company Name _____ Street _____ City _____ State _____ Zip _____ Phone _____

### 2. ALL APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS

- ☐ YES ☐ NO Have you ever been convicted of a felony? **If yes, attach a complete explanation.**
- ☐ YES ☐ NO Have you ever been disciplined by a board of examiners in any jurisdiction in which you are currently licensed/registered or in any jurisdiction in which you have ever been licensed/registered? **If yes, attach a complete explanation.**
- ☐ YES ☐ NO Have you taken the fundamentals of engineering examination? If yes, give the names of the state(s), month(s), and year(s) in which the examination(s) were taken. **If you passed, give the name of the state and certificate number.**
- ☐ YES ☐ NO Have you taken a principles and practice of engineering examination? If yes, give the names of the state(s), month(s), and year(s) in which the examination(s) were taken. **If you passed, give the name of the state and certificate number.**
- ☐ YES ☐ NO Are you licensed in any other states? **If yes, please attach a list including the name of the state, year licensed, how licensed (i.e., by written or oral examination, record only, "grandfather clause," comity, etc.), license number, and whether the license is active or lapsed.**
- ☐ YES ☐ NO Have you previously submitted any type of application to this board? **If yes, state year(s) and type(s) of application.**

### 3. EDUCATION

Are you a high school graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, have you received your GED? <input type="checkbox"/> YES <input type="checkbox"/> NO List in chronological order the name and location of each college, university, or technical school attended. Provide dates of attendance and graduation (if any) or program taken and degree received (if any). Name(s) other than the one shown above (i.e. maiden name) :				
Name and Location of Institution	Years From - To	Date of Graduation	Course	Degree Received
Engineering Education				
Other College or University Work				

#### 4. PROFESSIONAL EXPERIENCE

List below in chronological order all of your professional experience. Account for all time from receipt of degree to present. Attach additional sheets if necessary. All gaps in employment must be explained. In the right-hand column, indicate the total time spent in each engagement. Indicate division of total time into sub-professional and professional work in accordance with the definitions given at bottom of the next page. If you have practiced both engineering and land surveying, indicate the percent of time devoted to each profession in each period of employment.

DATE FROM mm/yy	DATE TO mm/yy	Assignment or Engagement  <b>Complete all information for each assignment or engagement.</b> Description of work must accurately, briefly, and concisely describe the character of the work, the degree of responsibility, and the location of the work.	TIME (Years in Decimals to Tenths)		
			Sub- Professio nal	Professio nal	Total Time
		A. Position Title  B. Name and Address of Employer  C. Name and Title of Supervisor/Person to Whom You Reported  D. Was this individual <b>a licensed professional engineer during this time period? (circle one) Y or N</b> If no, you must submit a reference form <b>and</b> an unlicensed tutelage form  E. Description of Work			
		A. Position Title  B. Name and Address of Employer  C. Name and Title of Supervisor/Person to Whom You Reported  D. Was this individual <b>a licensed professional engineer during this time period? (circle one) Y or N</b> If no, you must submit a reference form <b>and</b> an unlicensed tutelage form  E. Description of Work			

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		A. Position Title  B. Name and Address of Employer  C. Name and Title of Supervisor/Person to Whom You Reported  D. Was this individual <b>a licensed professional engineer during this time period? (circle one) Y or N</b> If no, you must submit a reference form <b>and</b> an unlicensed tutelage form  E. Description of Work			

SUB-PROFESSIONAL WORK includes the time spent in drafting, as an engineering technician or engineering assistant, inspector, or as a surveyor's assistant or similar work when working under direct supervision or on work where the personal responsibility and technical knowledge required are small, that is, minor positions in which the responsibility is slight and the individual performance of a task, set and supervised by a supervisor, is all that is required.

PROFESSIONAL WORK includes the time during which applicant was occupied in engineering or land surveying work of higher grade and responsibility than that above defined as sub-professional work. Time spent in teaching engineering subjects in a college or university at the level of assistant professor or higher may be listed as professional experience.

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## 5. AFFIDAVIT

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STATE OF \_\_\_\_\_

**THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED**

COUNTY OF \_\_\_\_\_

*I hereby swear (or affirm) that the foregoing information provided by me is true and correct.*

*If I am an examination applicant, my signature on the line below authorizes release of my name on the list of passing candidates in the event that I pass the examination.*

*Subscribed before me this*

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

My Commission expires \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

**Your application is valid for one year from the date it was notarized. If you need to register to retake the exam after the application expires, a new application along with the fee will need to be submitted.**

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## 6. CHECK LIST FOR COMPLETENESS OF APPLICATION

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**For all applicants:** Have you

- \_\_\_ included application fee?
- \_\_\_ submitted **original** application and kept a copy for your records?
- \_\_\_ notarized your signature in section 5?
- \_\_\_ completed confidential information in section 7?

**For comity applicants without an NCEES record:** Have you

- \_\_\_ designated a branch, i.e. civil?
- \_\_\_ submitted a completed ethics questionnaire?
- \_\_\_ completed the experience record including dates of employment (section 4)?
- \_\_\_ ordered official transcript(s) from your college(s) or university(s)?
- \_\_\_ requested verification FE exam and PE Exam from state(s) of examination(s), if other than Iowa?
- \_\_\_ included a copy of your experience record (section 4) attached to the reference form before distributing to reference(s)?
- \_\_\_ submitted reference(s) in accordance with 193C 4.2(1), to verify at least 4 years of satisfactory experience after the receipt of the qualifying degree. Reference(s) must be in a sealed envelope with reference signature across the sealed flap?

**For comity applicants with an NCEES record:** Have you

- \_\_\_ designated a branch, i.e. civil?
- \_\_\_ submitted a completed ethics questionnaire?

**For professional examination applicants:** Have you:

- \_\_\_ designated a branch, i.e. civil?
- \_\_\_ submitted a completed ethics questionnaire?
- \_\_\_ submitted a **signed and dated** project statement?
- \_\_\_ completed the experience record including dates of employment (section 4)?
- \_\_\_ ordered official transcript(s) from your college(s) or university(s)?
- \_\_\_ requested verification FE exam from state of examination, if other than Iowa?
- \_\_\_ included a copy of your experience record (section 4) attached to the reference form before distributing to references?
- \_\_\_ submitted 5 references, three of whom are licensed professional engineers in sealed envelopes with reference signature across the sealed flap?
- \_\_\_ included a second employer/supervisor reference, as required?

\_\_\_ I am a veteran, as defined in Iowa Code section 35.1(2). I have attached documentation to verify my status as a veteran. Please consider my application under the veteran reciprocity provisions of 193 Iowa Administrative Code 14.3.

\*\*\*\* NOTICE \*\*\*\*

**\*THIS PAGE WILL NOT BE ADDED TO FILE OR PART OF PUBLIC RECORD\***

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7. CONFIDENTIAL INFORMATION

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**Privacy Act Notice:** Disclosure of your Social Security Number on this license application is required by 42 U.S.C. § 666(a)(13), Iowa Code §§ 252J.8(1) and 261.126(1), and Iowa Code § 272D.8(1). The number will be used in connection with the collection of child support obligations, college student loan obligations, and debts owed to the state of Iowa, and as an internal means to accurately identify licensees, and may also be shared with taxing authorities as allowed by law including Iowa Code § 421.18.

Social Security number \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

EMAIL (REQUIRED): \_\_\_\_\_

☐ Check or money order enclosed for payment \$ \_\_\_\_\_

☐ Credit card payment \$ \_\_\_\_\_ ☐ VISA ☐ MasterCard ☐ Discover  
(these are the only cards accepted)

\* The charge will appear on your statement as Professional Licensing Bureau

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_  
Name of Cardholder (please print) Signature